

### Instructions:

- Follow these directions **exactly** as they are written, in the order they are given.
- If you quit this exercise before you get to the end, use the **Save** button on the Quick Access toolbar to save your changes and then close Word.



- Open Word.
- Open the "Word 2010 Practice File.docx" file on your flash drive.  
(File Tab → Open → KINGSTON (I:) → Double click on file icon)
- Highlight the first paragraph using the mouse Dragging method.  
(Insert your cursor to the left of the first word → Hold down the left mouse button → Drag until the last word in the paragraph is selected → Let go of the mouse button)
- Using the tools on the Clipboard group, "cut" the first paragraph.  
(Home Tab → Clipboard Group → Cut Button)
- Use a key combination on your keyboard to move the cursor to the end of the document.  
(Hold down the **Ctrl** key, then tap the **End** key)
- Using the tools on the Clipboard group, "paste" the cut paragraph at the end of the document.  
(Home Tab → Clipboard Group → Paste **Button Proper**)
- Undo the Paste action.  
(Quick Access toolbar → Undo button)
- Move the cursor to the beginning of the document.  
(Hold down the **Ctrl** key, then tap the **Home** key)
- Type your first name and press **Enter** twice.
- Select your name.  
(Double-click on your name)
- Make your name bold and underlined.  
(Home Tab → Font Group → Bold & Underline Buttons)
- Use the Save button to save changes to the document.  
(Quick Access toolbar → Save button)
- Change the font of your name to Arial.  
(Home Tab → Font Group → Font Arrow)

# Practice Exercise 6 Microsoft Word 2013

**Reeta Sahoo, Gagan Sahoo**



## Practice Exercise 6 Microsoft Word 2013:

Microsoft Word 2013 Step By Step Joan Lambert, Joyce Cox, 2013-01-15 Experience learning made easy and quickly teach yourself how to format publish and share your content using Word 2013 With Step by Step you set the pace building and practicing the skills you need just when you them Includes downloadable practice files and a companion eBook Work with Word on your PC or touch enabled device Master the core tools for designing and editing documents Manage page layout style and navigation Use tables and charts to organize information Insert pictures graphics and video Use collaboration and review features Word 2013 ELearning Kit For Dummies Lois Lowe, 2014-04-28 Whether you ve used other versions of this popular program or never processed a single word this guide will get you going with Word 2013 **Learning Microsoft Word 2003** Gregory Lawrence Bowden, 2006-05 Discover Microsoft Word 2007 , *Comp-Information Technology-TB-09-R* Reeta Sahoo, Gagan Sahoo, Comp Information Technology TB 09 R Learning Microsoft Word 2004 Gregory Lawrence Bowden, 2006-06 *Mastering Microsoft Office* Helen Holding, Clare Martin, 2017-03-04 This new edition of Mastering Microsoft Office provides a concise practical guide to the essential features of Microsoft Office With updated coverage of Office 2000 this book offers guidance on the most useful aspects of Word Excel PowerPoint and Access It also includes a new chapter on Outlook Step by step instructions take the reader through a series of connected tasks which are illustrated with screenshots to aid understanding Exercises multiple choice questions and worksheets help to consolidate knowledge making this book ideal for use on courses and for self study in the home or office *Computer Applications For Class 9* S. Tiwari & D. Bhargava & D. Rathore, A book on Computer Applications **Microsoft 2010 Word level 2 Intermediate** Yolandie Mostert, 2014-01-13 Microsoft 2010 Intermediate Level 2 SAQA This book has been designed by a professional trainer with 20 years experience in designing and presenting courses Easy step by step examples with pictures and exercises The following are explained in this book Numbering Tab stops Headers and footers Foot notes and End Notes Creating and changing and Formatting Tables Creating Templates Adding objects and pictures Linking data with Excel and Powerpoint *Exam 77-881 Microsoft Word 2010* Microsoft Official Academic Course, 2011-09-21 The Microsoft Official Academic Courseware MOAC Office 2010 Series is the only Official Academic Course program Microsoft Access 2010 is built from the ground up around the MOS certification objectives making it a great way to learn all the workforce oriented tasks required for certification The Test Bank now offers greater flexibility and provides more than 75 questions and 3 projects per lesson as well as automated grading via OfficeGrader Furthermore the latest edition s use of color in screen captures allows users to follow on screen much easier as screen captures will look the exact same as the application Additional projects throughout the book help users comprehend how a task is applied on the job OfficeGrader helps instructors offer immediate feedback on all homework assignments and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics **British Books in Print** , 1985 *Comp-Information Technology-TB-10-R* Reeta Sahoo, Gagan

Sahoo, Comp Information Technology TB 10 R      *Saraswati Information Technology (Vocational Course)* Reeta Sahoo & Gagan Sahoo, Saraswati Information Technology Series for Classes IX and X is a complete resource for study and practice written in simple easy to understand language The student friendly edition is entirely based on the curriculum prescribed under NSQF for vocational courses The series provides useful tools to learn theory and do practical at ease Designed to meet student s needs it provides sound practice through a wide variety of solved and unsolved exercises based on the latest examination pattern The series covers the complete syllabus laid down by CBSE      Computer Knowledge for SBI/ IBPS Clerk/ PO/ RRB/ RBI/ SSC/ Railways/ Insurance Exams 2nd Edition Disha Experts,2017-01-16 The thoroughly Revised Updated 2nd Edition of the book Computer Knowledge for SBI IBPS Clerk PO RRB RBI SSC Insurance Exams has been written to provide a computer flare and aptitude to all the aspirants of Competitive exams This edition is empowered with Infographics and Charts for better retention and learning The book has been divided into 15 broad units The first 11 units deal with all the fundamental concepts involved in Computers The next 4 units provides the most commonly used Abbreviations Glossary Technologies Terms used in banking and current information developments in the IT field These units will help in understanding the fundamentals and the current developments in the Computer domain Each Unit covers Quick Concept Review which has important terms in the form of small definitions This is followed by 2 level of exercises PAST Exercise and Practice Exercise The Past Exercise covers questions from various competitive exams from the past years at the end of each chapter followed by practice exercise In all the book includes around 1350 MCQ questions in the book

**Microsoft Excel Text Book** Manish Soni,2024-11-10 Join us on this exploration of Excel s features and functionalities and let it become your go to tool for all things data Whether you re a novice seeking the basics or a seasoned user aiming to refine your skills these pages are designed to be your guide and companion in the world of Excel      *Office 2013 ELearning Kit For Dummies* Faithe Wempen,2014-02-10 Explains how to effectively utilize the latest version of the integrated software package covering Word Excel Outlook and PowerPoint      ,      Training Guide Configuring Advanced Windows Server 2012 R2 Services (MCSA) Orin Thomas,2014-05-06 Fully updated for Windows Server 2012 R2 Designed to help enterprise administrators develop real world job role specific skills this Training Guide focuses on configuration of advanced services in Windows Server 2012 R2 Build hands on expertise through a series of lessons exercises and suggested practices and help maximize your performance on the job This Microsoft Training Guide Focuses on job role specific expertise for advanced configuration tasks Fully updated for Windows Server 2012 R2 including new practices Provides in depth hands on training you take at your own pace Creates a foundation of skills which along with on the job experience can be measured by Microsoft Certification exams such as 70 412 Topics include Advanced Active Directory Infrastructure Active Directory Sites and Replication Advanced DHCP and DNS Active Directory Certificate Services Backup and Recovery Advanced File Services and Storage High Availability Site Resilience Dynamic Access Control and Active Directory Rights Management Services

Active Directory Federation Services      **CCNP Practical Studies** Donna L. Harrington, 2003 Gain hands on experience of CCNP Support topics with lab scenarios aligned to the CIT course Real word practice labs for each topic included in the CCNP Support exam complement theoretical study materials Guides how to set up a test lab or walk through the screen shots to solve real world situations Lab scenarios enable readers to test their ability to independently complete a lab Comprehensive appendix lists Cisco equipment resellers CCNP Practical Studies Support prepares readers for the CCNP Support exam and real world application of LAN and WAN technologies through a series of lab scenarios A guide to gaining hands on experience this title can serve as a valuable self study element in a CCNP candidate s preparation Each chapter includes a review of the applicable technology along with one or more real world trouble tickets that are delivered through screen shots of relevant troubleshooting commands Screen shots emphasize important concepts and trouble spots as required Chapters suggest additional references such as utilities web sites and or supplemental reading All of the topics in the CCNP Support exam are covered in this book Each chapter addresses a section of the CCNP Support exam including IP IPX Ethernet Frame Relay ISDN Dial Cat and vLANs For those lacking the lab equipment to practice on this title highlights the steps needed to accomplish various crucial tasks providing concrete examples for the challenges faced in real world configuration Donna L Harrington is a Lead Engineer at General Dynamics and has over 20 years experience in the Information Systems telecommunications business management and electronics field She has taught Cisco Microsoft and Novell certified courses for several years Donna has developed and delivered courses for the Information and Telecommunication Systems for Business and the Police Executive Leadership Graduate Programs at John Hopkins University and provided consulting and training for numerous local businesses throughout her career      **Exploring Microsoft Office 2003** Robert T. Grauer, Maryann Barber, 2004 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Master the How and Why of Office 2003 Students master the How and Why of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems

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